



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

SPED 06-01

Memorandum

Date: November 28, 2005

To: Directors of Special Education
Charter School Administrators
Secure Care Facility Administrators

From: Joanne C. Phillips
Deputy Associate Superintendent
Exceptional Student Services

Peggy Staples
Data Management Specialist
Exceptional Student Services

RE: 2005-2006 Annual Special Education Data Collection

All Public Education Agencies (PEAs) will be expected to file their Annual Special Education Data Collection electronically, utilizing the Common Logon to access the online application. The Common Logon requires a user ID and password and is the same as used for all other electronic data submissions to the Arizona Department of Education. You can access the ADE Common Logon at the following link: <https://www.ade.az.gov/commonlogon/Login>. The Annual Special Education Data Collection online application will be available after April 1, 2006.

If you belong to a cooperative, please do not ask your Cooperative Coordinator to submit your data. It is each PEA's responsibility to submit individual data. District sponsored charter schools are no longer required to submit their data individually. The sponsoring district must collect this data and report as one of their schools. If there are no students that qualify for inclusion on this application, you will still need to alert ADE/ESS Data Management in writing.

The Annual Special Education Data Collection consists of the following components: **personnel, exit, discipline, teacher attrition rate survey, early intervening services** and **performance indicators**.

We continue to strive for the reduction in the data-reporting burden on behalf of the LEAs. The following changes will be incorporated in the online application:

- Instructions posted on the main menu will have changes outlined in **bold**. ***PLEASE READ!***
- Exit data will be extracted from SAIS. Thus LEAs no longer have to input exit data. However, it is still the LEA's responsibility to review the populated data to ensure accuracy. Corrections to erroneous data can be made via your Student Management System (SMS) and uploaded to SAIS.
- IEP Evaluation Summary data on preschoolers will no longer be collected.

- 8 additional questions added to the Teacher Attrition Rate Survey with breakouts by employed and contracted.
- AIMS indicators will now include grades 3-8 and 10.
- Add a collection on children without IEPs who receive early intervening services, funded by your IDEA entitlement funds.

Note: All data reporting requirements are subject to change.

Training on the use of this application will be offered in the spring of 2006. The training will be ½ day sessions geared towards new users who are not familiar with this data collection. However, anyone who has done this data collection previously and would like to review is certainly welcome to attend. Topics will include:

- Review of instructions, business rules and federal/state definitions
- Walkthrough of web-based application

Attendance at these trainings is strongly encouraged. The training schedule will be announced in February of 2006. We anticipate many of the data reporting requirements mandated under IDEA '04 will be implemented in FY 2007.

The Office of Special Education Programs (OSEP) requires this data in order for the state to receive Part B IDEA funding. Therefore, *failure to promptly submit your data may cause an interruption of your federal funds.*

All online submissions are due on **July 28, 2006**. A downloadable form will be available *upon completion of all data sections*, to provide a mandatory signature attesting to the accuracy and validity of the data submitted. Please return this form to the Data Management Specialist by faxing to (602) 364-1999.

Your cooperation is appreciated.

cc: County Superintendents
ADE/ESS Specialists
Dolores Gerritse, System Training and Response Team Director